

**Circuit Court System
June/2007
Software Release
Announcement**

**STATE COURT ADMINISTRATIVE OFFICE
JUDICIAL INFORMATION SYSTEMS**

Contact: Circuit Court Team, Lansing: (888) 339-1547 #3 or ccshelpdesk@courts.mi.gov

Release Highlights

- Data entry adjustments for caseload reporting
- Delay in Criminal Proceedings upload capability

See the following pages for the details of the above and other enhancements.

Pilot courts: C18 Bay, C44 Livingston, and C48 Allegan

* added since the pilot release

Case Management Menus

Data entry adjustments for caseload reporting

- Adding a new charge or party after adjudication will trigger a caseload reopen. If the case should not have been adjudicated, please remove the disposition which caused the adjudication before adding the new charge or party.
- In order to count Change of Venue cases correctly, when entering the initial filing event (SAC, FWV, NSF) on the Clerk screen, use the original filing date as the event date. If creating a receipt when adding the SAC event with the original filing date, the receipt will be recorded with the current date.
- A disposition entered on the Clerk or Court screen which will adjudicate the case cannot be entered prior to a reopen date.
- A reopen (REO Clerk event) cannot be entered prior to the case adjudication date.
- If a pre-adjudication bench warrant (BWI) was entered and a higher level disposition (i.e. PLG-plead guilty) had previously been entered on a multi-charge case, caseload counted the adjudication as the higher level disposition. The correction will accurately count the case on caseload part 2 on the Inactive Status line.
- These changes should reduce the number of cases appearing on the caseload exception report.

Social Security Numbers

- Social Security Numbers, if entered on the Case or Party screens, will display on the Register of Actions with only the last 4 digits for authorized users and will not display for non-authorized users.

CTN

- Currently, the system does not allow a CTN from another county to be entered into the system, only your county or an Attorney General CTN may be entered. It seems to be a more frequent occurrence that a CTN of another county must be entered. Instead of receiving an error message, the system will send a warning message that you are about to enter a CTN from another county. You may continue to enter this CTN, or exit and re-enter a valid CTN.
- If you have the need to enter a CTN with a county number (first two digits of the CTN) other than your own, please let us know. There are instances where the case should not be counted on the caseload report or generate CHR transactions.

Restitution Disbursements

- When entering a restitution disbursement (RSD event on the Clerk screen), a validation has been added to prevent disbursing more than what is available to disburse.

EFT payment type

- The EFT payment type has been added for non-court receipts. Now both court and non-court receipts are able to use the EFT payment type.

Boot Camp

- A new term type has been added to the Court Sentencing screen. In addition to Prison (P) and Jail (J), Boot Camp (B) may be entered as a term type. If the B value is used, "Boot Camp" will display on the Register of Actions for the sentencing event and will print on the Judgment of Sentence Commitment to Corrections in the Other Information box.

Attorney Change

- When entering a different attorney for a party on an event, the system may not have updated the Register of Actions with the correct party number. This has been corrected.

Forms

The following forms have been updated to the most recent revision date:

- * CC 265 Notice of Right to Appellate Review & Request for Attorney
- * MC 32 Notice of Case Evaluation & Acceptance or Rejection of Award
- * MC 218 Order Revoking Release & Forfeiting Bond
- * MC 233 Order for Fingerprints
- * MC 245 Motion & Order for Discharge from Probation
- * MC 262 Order of Acquittal/Dismissal or Remand
- * MC 263 Motion/Order of Nolle Prosequi

- MC 33 Notice of Acceptance/Rejection of Case Evaluation Award
 - * Check boxes for Ordinary Mail and Personal Service have been added to the Certificate of Mailing section.

- Judgments of Sentence (Jail and Corrections)
 - If no credit days were entered on the sentencing event, then a zero will print for days credit instead of a blank.
 - * A balance amount has been added so the defendant knows what is still owed on the case.

Reports Menu

Caseload

- Change of Venue cases will now report accurately. Part 1 will count the case as a new filing as of when it was received (case filed date) and Part 4 will age the case as of the original filing date in the other county (event date of the initial filing event (SAC, FWV, NSF).
- Data entry adjustments should reduce the number of cases appearing on the caseload exception report. If you still have cases on this report, please contact JIS for assistance in correcting the cases.
- When requesting the caseload upload file, the Part 4 juvenile cells will be created with zeros to avoid “missing data reports” in the Caseload Reporting System (CRS). If your judge does not hear juvenile cases, then you will not have to enter all the zeros in the juvenile cells of the circuit caseload report in CRS.
- The Delay in Criminal Proceedings report is no longer on the Caseload report menu option. This report is a separate option on the Report menu.
- When uploading your caseload data to CRS, remember to use the “Append” feature to add your numbers instead of overlay the numbers. Please call JIS if you have any questions with the upload process.

Delay in Criminal Proceedings report

- The Delay in Criminal Proceedings report is no longer on the Caseload report menu option. This report is a separate option on the Report menu immediately below the Caseload report.
- A file upload option has been added for this report. The MCAP system will provide for a file upload for the 3rd quarter report in October, 2007. The process for uploading the file will be the same as caseload, except the file name is different. The file name is DCPCccnn where cc=circuit number and nn=county number (EX: DCPC4803 for Allegan County circuit court). Please contact JIS if you require assistance with this upload process.
- The report has been modified to adhere to SCAO reporting requirements. Cases over 301 days (previously 154 days) will list on the report. Reason codes are no longer required. The page listing reason codes has been removed.
- Each judge will receive a report regardless of case activity. If a judge does not have criminal cases over 301 days old, the report will indicate “* There are no cases to report for this period.”.

Financial Menu

Balances report

- A total line has been added for each case.
- An option has been added to print Detail (Y/N). If Detail = Y, the defendant address and individual account balances will print. If Detail = N, the defendant address and account balances do not print. Only the case line and total balance will print for a more concise report.

*** Assessments Audit report**

- Transaction type (A=assessment, P=payment) has been added to the report to distinguish between assessment and payment adjustments.

*** Required Assessments report**

- The Required Assessments Report is an audit listing cases within a requested date range that should have State Minimum Costs and Crime Victim Rights assessed. If Crime Victim Rights should have been assessed, but was not, error code "C" is indicated. If State Minimum Costs should have been assessed, but was not, error code "S" is indicated.
- The court may request the report periodically to verify that State Minimum Costs and Crime Victim Rights are being assessed appropriately. A Supreme Court Auditor may request this report as part of their financial audit process.

Miscellaneous

Duplicate event codes

- Some courts had duplicate codes in the Clerk and Court event code tables. The code table program was changed several releases ago to prohibit duplicate Clerk and Court events. We recently worked with several courts to remove duplicate codes and correct events entered with duplicate codes.

Central Calendar and Central Name Index

- Additional flexibility and functionality has been add to both the Central Calendar and Central Name Index features. These applications provide access to calendars and case information from all JIS court applications. Please see the additional documentation provided.

Future Forms

Additional SCAO forms were changed but could not be completed in time for this software release. These forms will be distributed to courts as they are completed or in the fall 2007 release.

- * CC 219b Judgment of Sentence Commitment to Dept. of Corrections
- * MC 219 Judgment of Sentence/Commitment to Jail
- * MC 242 Assignment to Youthful Trainee Status
- * MC 294 Order Delaying Sentence (new SCAO form)